

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

13 November 2012

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-096**

**POSITION:** Materials Examiner and Identifier (D1902000) (WG-6912-05/07) EXCEPTED POSITION

**LOCATION:** USPFO, (Warehouse), Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$30,512 to \$35,583 per annum **WG-05**

\$34,519 to \$40,258 per annum **WG-07**

**CLOSING DATE:** 05 December 2012

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite MEARNNG Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEARNNG Enlisted members who apply.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the WG-05 or WG-07 grade. If filled at the WG-05 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General Experience and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's ability to conduct routine tests to distinguish between closely related or similar metals, ability to follow procedures, ability to sort metal materials by type, and skill in the use of hand tools such as hammers, crowbars, pliers, and cutting torches.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months experience for the WG-05 level, or eighteen (18) months experience for the WG-07 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

**WG-05**

1. Ability to compare identifying data on material and documents.
2. Ability to compare data on material.
3. Ability to prepare material for shipment using appropriate directives as required.
4. Ability to use arithmetic, add, subtract, multiply, divide, etc.
5. Ability to read and interpret most catalogs and manuals.
6. Ability to operate forklifts and vehicles.

**WG-07**

1. Skill in identifying, sorting, and judging the physical condition of a variety of complex material.
2. Knowledge of procedures for receiving material and placing them in storage.
3. Skill in preparing material for shipment, using tags, labels and appropriate containers.
4. Ability to use arithmetic, add, subtract, multiply, divide, etc.
5. Ability to read and interpret a variety of technical catalogs and manuals.
6. Ability to operate forklifts and vehicles.

**SPECIAL REQUIREMENT:** Individual selected for this position must successfully complete the following courses at the earliest possible time:

1. HAZMAT 80-Hour Certifier's Course
2. HAZMAT 8-Hour Transporter Course

Must complete within 6 months of appointment the following online courses:

1. AMMO 67
2. AMMO 45
3. AMMO 64-1
4. AMMO 64-2
5. AMMO 68
6. UXO – Unexploded Ordinance Course

**COMPATIBILITY CRITERIA:** CMF: 91  
89A, 89B, 92A, 92F, 92Y

MOS:13B, 13Z, 36B, 51C, 74B, 88M, 88N,

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Study successfully completed in a college, university or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position. **Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 626-4278 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**OTHER REQUIREMENT:** If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. **INTRODUCTION:** These positions are located in the United States Property and Fiscal Office (USPFO). The purpose of this position is to identify, examine and classify materiel and equipment and make final determinations on acceptance and disposition of standardized and complex equipment and materiel using shipping documents, contracts, catalogs, drawings, and related documents.

b. **DUTIES AND RESPONSIBILITIES:**

(1) Performs the full range of examining and identifying duties for the most complex categories of materiel and equipment, including electronic, mechanical, perishable, radioactive, and assemblies and components. Inspects, receives, sorts, counts, identifies, and is knowledgeable of special handling techniques and procedures required for the processing of hazardous and toxic materiel such as explosives, toxic chemicals, flammables, gas cylinders, radioactive material, hazardous waste and medical waste. Examine clothing, textiles, requiring sensory judgment as well as subjective measurement.

(2) Receives or rejects materiel, equipment, including non-standard equipment, and complex assemblies for the facility based on their knowledge of products, equipment, and procedures as well as having the ability to determine subtle and inconspicuous defects. May be required to perform pre-receipt examination of property on site at the generation point. Schedules the receipt of property and assures that the property is identified to include identification of all contaminants. Handles damaged and unidentified shipments requiring repair/repacking or return to the supplier in accordance with established procedures. As appropriate, performs or initiates required testing, e.g. radioactive surveys/wipe tests, prepares sample for submission to environmental laboratories for analysis.

(3) Determines acceptance, serviceability and distribution requirements for perishable, classified, precious metals, textiles, clothing, complex electronic/mechanical equipment, assemblies and components. Uses catalog data/drawings, item specifications, or computerized data to verify/determine/classify items for turn-in, storage or distribution. Performs extensive research on equipment specifications using automated systems, technical manuals and supply bulletins to determine any special requirements for complex items passing through the storage and distribution area.

(4) Packs, cushions, apply preservatives and protect property as appropriate; ensures packaging meets regulatory requirements.

(5) May serve as a member of the USPFO Emergency Response Team. Ensures the required actions are taken to contain and clean up spills within assigned work area. Ensures lower graded workers are trained to act in his/her absence. Decontaminates and replenishes spill equipment and supplies within assigned work area. Ensures spill incident reports are prepared IAW applicable regulations.

(6) Assures adherence to storage compatibility and determines the need for special handling/storage of certain property (e.g. friable asbestos, PCB's, batteries, pesticides, etc.). Performs research of complex shipping and storage records, and commercial vendor contracts. Obtains Material Safety Data Sheets (MSDS) using the automated system for material

identification and advises lower graded workers on specialized handling and packaging procedures. Initiates corrective action to resolve manifest discrepancies.

(7) Performs a full range of warehousing activities to include receiving, inspecting for defects, storing, selecting and shipping general or specialized bulk and bin materials and equipment. Develops, or assists in the development of plans for storage and arrangement of stock. Determines warehouse configuration, setup, movement, and space utilization

(8) May be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

(9) Accomplishes the full spectrum of support for state and Federal National Guard operations, training, readiness missions, natural disasters, and Homeland Defense/Defense Support of Civil Authorities (HLD/DSCA).

(10) Performs other related duties as required.